



Department of Commerce

Division of Real Estate & Professional Licensing

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REAL ESTATE

CHANGE OF BUSINESS ADDRESS

Per Ohio Revised Code 4735.13(D), in case of any change of business location, a broker shall give notice to the superintendent, on a form prescribed by the superintendent, within thirty days after the change of location, whereupon the superintendent shall issue new licenses for the unexpired period without charge. If a broker changes a business location without giving the required notice and without receiving new licenses that action is prima-facie evidence of misconduct under division (A)(6) of section 4735.18.

This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise, this form must be typewritten or printed legibly in black ink.

- **The company/broker original license must be returned with this application in order for the request to be processed.**
- **Incomplete or incorrect applications will be returned for correction.**

APPLICANT FILE NUMBER	BUSINESS ENTITY NAME		BUSINESS D.B.A. NAME	
COMPANY FILE NUMBER				
OLD BUSINESS ADDRESS	OLD STREET ADDRESS			
	CITY	COUNTY	STATE	ZIP CODE + 4
NEW BUSINESS ADDRESS	NEW STREET ADDRESS (This Cannot Be a P.O. Box)			BUSINESS PHONE
	CITY	COUNTY	STATE	ZIP CODE + 4
Name of applicant or broker/officer/member/partner authorized to submit this change. (type or print)		Signature of applicant or broker/officer/member/partner authorized to submit this change.		Date

****THIS APPLICATION CANNOT BE PROCESSED WITHOUT RETURNING THE COMPANY/BROKER ORIGINAL LICENSE****

NOTICE: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio division of real estate shall constitute prima facie evidence of misconduct and shall constitute a violation of division (A)(6) of section 4735.18 of the Revised Code.